

## Gift & Donation Policy

### Revision Control

- Originally Approved by LPLD Board February 23, 2004
- Reviewed and revised March 24, 2005; May 24, 2007; May 20, 2010; August 20, 2015; July 26, 2021

The Board of Trustees [the “Board”] of the Lincolnwood Public Library District actively encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Illinois statutes as well as the Library’s existing policies and guidelines, including those relating to the selection of and access to books and other resources. The Library Board or the Board’s delegated authority makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, and access. The Library is granted unconditional ownership of each gift. In all instances, the Library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the Library.

### 1. Acceptance of Gifts

- A. **Gifts of Books and Other Library Resources:** The Library Director is authorized to act for the Library Board in accepting or declining offers of gifts in the form of books, recordings, and other library materials or resources, including gifts of this type that are offered through such agencies as the Friends of the Lincolnwood Public Library. The Library Director, in accordance with existing library policies and guidelines, may exercise discretion concerning which materials shall be retained for the Library’s own collection. Donations of books and other materials that are not added to the Library’s collection or the Friends ongoing book sale are donated to charitable organizations and not returned to donors.
- B. **Monetary Gifts:** We welcome donations of money and encourage unrestricted gifts so that contributions can be used in ways that best support the Library’s strategic plan and the needs of the community. The Library Board will consider the wishes of donors when accepting restricted gifts, especially if such contributions have been given for the purchase of items contained in a wish list approved by, and disseminated on behalf of, the Board. When the Library receives a cash gift for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library. Similarly, all such gifts will be processed in accordance with administrative procedures developed by the Library.
- C. **Gifts in Kind:** Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the Board with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board and Library Director. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.
- D. **Gifts of Securities:** Marketable securities received by the Library as gifts may be accepted by the Board. Such securities will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts may be used as recommended by the Library Director and approved by the Board. The net proceeds of restricted gifts will be used as directed by the donor, subject to Illinois statutes, the policies

outlined herein, and other relevant board policies. Gifts offered to the Library consisting of securities that are not readily marketable will be submitted to the Board for a decision as to acceptability.

## 2. Valuation of Non-Monetary Gifts

Neither library staff nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. Where recognition is dependent upon the value of a gift, whether a gift in kind, a book or collection of books or other type of non-monetary gift, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. As a courtesy, library staff may offer prospective donors pricing source materials or a list of appraisers. In the absence of an appraisal, and for purposes of donor recognition as provided for below only, the Board will exercise its discretion in establishing a gift's value. The Library Director may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

## 3. Recognition of Gifts

- A. **Written Acknowledgement:** The Library shall provide prompt written acknowledgement of all gifts to donors, including the amount of all monetary gifts.

**Acknowledgment of Major Donors:** The Library shall maintain a cumulative record of gifts from individuals, families, organizations, and businesses. Major donors shall be included in a permanent display honoring their support. Upon request of the donor, gifts to the Library can be made anonymously, and donor information will be kept confidential.

- B. Major donors will be listed according to the following categories:
- **KEYSTONE DONORS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$2,500 and \$10,000.
  - **PATRONS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$10,000 and \$25,000.
  - **BENEFACTORS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$25,000 and \$50,000.
  - **EXEMPLARS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$50,000 and \$100,000.
  - **LUMINARIES:** Individuals, families, organizations, and businesses who have made cumulative gifts valued at \$100,000 or more.
- C. **Other Types of Recognition:** Recognition of gifts by affixing donor plates to materials, equipment, shelving, or furniture, or by naming areas of the Library for donors, is contrary to the stated policy of the Board. Exceptions to this policy may be made only by majority vote of the Library Trustees present at a duly convened board meeting.